

CLASSIFICATION SPECIFICATION FOR: POLICE OFFICER

Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job, and all duties described are not necessarily performed by all employees in the class.

POSITION SUMMARY

Under general direction, perform assigned areas answering calls for the protection of life and property and the enforcement of State and local laws. Conducts investigations of crimes and arrest suspects; investigates traffic accidents and enforce traffic laws; present evidence in court and interview complainants. A Police Officer serves as a sworn law enforcement officer.

ESSENTIAL FUNCTIONS STATEMENTS Essential responsibilities and duties may include, but are not limited to, the following:

1. Provide protection to life and property; enforce laws and ordinances; maintain order.
2. Make arrest as necessary, interview victims, complainants and witnesses; interrogate suspects; gather and preserve evidence; testify and present evidence in court.
3. Prepare reports of arrests made, activities and any unusual incidents observed.
4. May be assigned on a rotational special assignment: Motorcycle, Detective, Crime Prevention, Juvenile Officer.
5. Direct traffic at special events or emergency situations.
6. Participate in enforcing local and state laws, issue citations, make arrests, and transport prisoners.
7. Search and transport prisoners.
8. Performs related duties and responsibilities as required.

REQUIRED EDUCATION, EXPERIENCE AND TRAINING Any combination of experience and training that would likely provide the required knowledge, skills and abilities is qualifying.

- Equivalent to completion of high school.
- Completion of 60 semester units from an accredited college.

PRE-SERVICE

- Successful completion of California Basic POST Academy within the past two (2) years, or currently enrolled and successfully complete the Basic POST Academy by date of hire.

LATERAL

- Possession of a current California Basic POST Certificate

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Modern police methods and procedures.
- California Criminal, Vehicle and Juvenile procedures and requirements.
- Principles and procedures of interviewing and interrogation techniques.
- Criminal law and procedure in reference to apprehension, arrest and custody of persons committing misdemeanors and felonies.
- Basic report preparation.
- Safe work practices.

Ability to:

- Use and care for firearms.
- Assimilate and understand information in a manner consistent with the essential job functions.
- Decide between alternative courses of enforcement action while under routine or stressful conditions.
- Prepare accurate written reports.
- Learn police radio system.
- Interpret laws, ordinance, Town regulations, and policies.
- Accurately re-create events, conversations or readings, and record those re-creations in written and/or oral form.
- Assimilate and understand information in a manner consistent with the essential job functions.
- Demonstrate sound judgement, tact and integrity, act with courtesy, resourcefulness, an initiative.
- Make alternative courses of enforcement action while under routine or stressful conditions.
- Work flexible shifts, including nights, weekends and holidays.

Each of these essential tasks must be performed individually and unassisted by other persons, since this class of employment requires an ability to work alone

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to speak and understand a second language other than English.

PHYSICAL DEMANDS

Employees must be able to maintain physical condition necessary for sitting, walking, and standing for extended periods of time; some stooping, crawling, crouching, and climbing; maintain concentration and the capability to make sound decisions; maintain effective audio/visual discrimination and perception to the degree necessary for the successful completion of assigned duties.

WORK ENVIRONMENT

Employee work outdoor; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases, traffic, and inclement weather conditions. At times, may work indoors in a computerized office environment, in direct contact with other Town personnel and the public.

FLSA: Non-exempt

PROPERTY INTEREST:

This classification is represented by the Police Officers Association.

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